

# **SOBRATO**

Community Conference Center

## **AUDIO/VISUAL EQUIPMENT & OTHER AMENITIES**

The Sobrato Community Conference Coordinator will provide *limited* equipment support during business hours (Tuesday & Thursday, 8 am – 5 pm).

Four of the multi-purpose rooms have permanent LCD projectors and screens installed. The other rooms can also be used for presentations, but will require you reserving the Center's portable LCD projector on your Event Request form. The Sobrato Community Conference Coordinator will provide limited equipment support during business hours of Tuesday and Thursday, 8am- 5pm.

If you would like to test your equipment prior to your meeting or event, please contact the Conference Coordinator to schedule an appointment time.

At no cost, we are happy to provide the following equipment to support your community event (*note: you must bring your own laptop*):

### **Room 1:**

- Two built-in projectors, which can connect to your laptop (PC or MAC), DVD player or VCR. The projectors can operate together to project the same image, or independently to display different images.
- Two 8 x 8 projection screens
- NEC speakerphone for teleconferencing (reservations must be made in advance)
- Courtesy phone
- Wireless Internet access
- Portable overhead projector for use with transparencies (reservations must be made in advance)

### **Room 2:**

- Built in projection system which can connect to your laptop (PC or MAC), DVD player or VCR
- One 8 x 8 projection screen
- NEC speakerphone for teleconferencing (reservations must be made in advance)
- Courtesy phone
- Wireless Internet access
- Portable overhead projector for use with transparencies (reservations must be made in advance)

### **Room 3:**

- Portable projector which can connect to your laptop (PC or MAC), DVD player or VCR (reservations must be made in advance)
- 6 x 6 projection screen
- NEC speakerphone for teleconferencing (reservations must be made in advance)
- Courtesy phone
- Wireless Internet access
- Portable overhead projector for use with transparencies (reservations must be made in advance)

### **Room 4:**

- NEC speakerphone for teleconferencing (reservations must be made in advance)
- Courtesy phone
- Wireless Internet access

### **Room 5:**

- Portable projector which can connect to your laptop (PC or MAC), DVD player or VCR (reservations must be made in advance)
- 6 x 6 projection screen
- NEC speakerphone for teleconferencing (reservations must be made in advance)
- Courtesy phone
- Wireless Internet access
- Portable overhead projector for use with transparencies (reservations must be made in advance)

If you have the need for audio, web or videoconferencing services, you may make your own arrangements at <http://www.intercall.com/services/>.

#### **TELEPHONE USAGE**

Speakerphones are provided in each conference room; however, there are limited outgoing phone lines. Reservations are required to utilize the phone system for conference calls. Please indicate on your Event Request Form that you will be hosting a conference call. Phone usage is limited to local calls only.

#### **WIRELESS INTERNET ACCESS**

All meeting rooms come equipped with wireless internet access; however, participants must have a relatively new wireless card in their laptop in order to access the system.

#### **AMENITIES**

The following items are available on a first-come, first-served basis and must be requested on your Event Request form.

- Easel (please bring your own flip chart paper and markers)
- Portable projector (used for Rooms 3 & 5) to be used with your own laptop, DVD player or VCR
- Overhead projector (for transparencies)